



NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

301 Centennial Mall South • Lincoln, NE • 68509-4946 • 402/471-2194 • 402/471-2837 (Fax)

Pursuant to Nebraska Revised Statute §43-2404.02, the Nebraska Commission on Law Enforcement and Criminal Justice (Nebraska Crime Commission) is pleased to announce that it is seeking applications for qualified counties and tribes in the State of Nebraska.

2015 Community-Based Juvenile Services Aid Request for Proposal (RFP)

ELIGIBILITY

Applicants are limited to individual counties, multiple counties, federally recognized or state recognized Indian tribes, or by any combination of the entities listed above. Applicants are required to develop, adopt, and submit a community comprehensive juvenile services plan to the Nebraska Crime Commission. High priority will be given to those grant applications funding programs and services that will divert juveniles from the juvenile justice system, impact and effectively treat juveniles within the system, and reduce the juvenile detention population or assist juveniles in transitioning from out-of-home placements to in-home treatments. Community plans are located at:

http://www.ncc.ne.gov/crime_commission/organization_and_functions/grants/juv_justice.html#County_Comprehensive_Juvenile_Services_Plans

AWARD PERIOD

July 1, 2015 – June 30, 2016

AWARD AMOUNT

\$4,885,784

DEADLINE

All applications are due by 5:00 p.m. (CST) on Monday, January 12, 2015

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

Cynthia Kennedy, Community Aid Chief, at 402/471-2196 or cynthia.kennedy@nebraska.gov

Amy Hoffman, Diversion Chief, at 402/471-3846 or amy.hoffman@nebraska.gov

In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, (402) 471-2194 (TDD 800-833-7352).

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2015 Community-Based Juvenile Services Aid Request for Proposal (RFP)

OVERVIEW

The Nebraska Crime Commission is designated by the Governor of Nebraska as the State Administering Agency for criminal justice and victims' assistance programs. Pursuant to Nebraska Revised Statute §43-2404.02, the Community-Based Juvenile Services Aid Program [CB/JSAP] shall be apportioned as aid in accordance with a formula based on the total number of residents per county and federally or state recognized Indian tribes who are 12 – 18 years of age. The predetermined funding amounts are located on pages 17 – 19 of this request for proposal. The CB/JSAP will be evaluated on the effectiveness in preventing persons from entering the juvenile justice system and in rehabilitating juvenile offenders.

DEADLINE

The 2015 Community-Based Juvenile Services Aid [CB] Application and 2015 Community-Based Juvenile Services Aid Enhancement [EB] Application must be submitted to the Nebraska Crime Commission by 5:00 p.m. (CST) on Monday, January 12th, 2015. Applicant submission and format instruction details are located on pages 8 and 9 of this document. For additional details on budgeting requirements, see pages 11 – 16.

ELIGIBILITY

Applicants are limited to individual counties, multiple counties, federally recognized or state recognized Indian tribes, or by any combination of the entities listed. These listed entities are herein referred to as communities. If two or more communities partner on a single application there must be one community designated as the *Lead County/Lead Tribe* to receive and disburse grant funds. Communities can contract with private or non-profit agencies to administer programs and services with Community-Based funds; however, communities cannot require contracted agencies to provide the match. Ultimately, the community or Lead County/Lead Tribe is responsible for all funds and must follow all requirements and contingences as outlined by the grant agreement.

Applicants are required to develop, adopt, and submit a community comprehensive juvenile services plan [community plan] to the Nebraska Crime Commission. Within this community plan, funding priorities are identified. Local data and community collaboration will assist in determining the importance of the priorities identified and the strategies used to implement these priorities. Funding requests must be directly correlated with the community planning priorities that have been identified by the community planning collaborative. High priority will be given to those grant applications funding programs and services that will divert juveniles from the juvenile justice system, impact and effectively treat juveniles within the system, and reduce the juvenile detention population or assist juveniles in transitioning from out-of-home placements to in-home treatments. This process should allow communities to identify priorities that will establish programs and services that will divert juveniles from the juvenile justice system. Community plans are located at: http://www.ncc.ne.gov/crime_commission/organization_and_functions/grants/juv_justice.html#County_Comprehensive_Juvenile_Services_Plans.

FUNDING PURPOSE

Annually, the Nebraska Legislature appropriates Community-Based Juvenile Services Aid funds. As outlined in state statute, these funds assist communities in the implementation and operation of programs or services identified in their *Community Comprehensive Juvenile Services Plan [community plan]*. It is the intent of the Legislature to encourage communities to develop a continuum of non-secure detention services for the purpose of enhancing, developing, and expanding the availability of services.

Funds provided under the CB/JSAP shall be used exclusively to assist the aid recipient in the implementation and operation of programs or the provision of services identified in the aid recipient's community plan, including programs for local planning and service coordination; screening, assessment, and evaluation; diversion; alternatives to detention; family support services; treatment services; truancy prevention and intervention programs; pilot projects approved by the commission; payment of transportation costs to and from placements, evaluations, or services; personnel when the personnel are aligned with evidence-based treatment principles, programs, or practices; contracting with other state agencies or private organizations that provide evidence-based treatment or programs; preexisting programs that are aligned with evidence-based practices or best practices; and other services that will positively impact juveniles and families in the juvenile justice system.

Nebraska Revised Statute §43-2404.01(5)(b) has directed prioritization be given to grant applications funding programs and services that will divert juveniles from the juvenile justice system, impact and effectively treat juveniles within the juvenile justice system, and reduce the juvenile detention population or assist juveniles in transitioning from out-of-home placements to in-home treatments.

COMMUNITY COMPREHENSIVE JUVENILE SERVICES PLAN

To be eligible for the Community-Based Juvenile Services Aid Program [CB/JSAP] a three year community comprehensive juvenile services plan [community plan] shall be developed, adopted, and submitted to the Nebraska Crime Commission. The community plan may be developed by individual counties, multiple counties, federal recognized or state recognized tribes, or any combination of the listed communities. Community plans will:

- Be developed by a comprehensive community team representing juvenile justice system stakeholders;
- Be based on data relevant to juvenile and family issues;
- Identify policies and practices that are research-based or standardized and reliable and are implemented with fidelity and which have been researched and demonstrate positive outcomes;
- Identify clear implantation strategies; and
- Identify how the impact of the program or service will be measured.

Any portion of the community plan dealing with administration, procedures, and programs of the juvenile court will not be submitted to the Nebraska Crime Commission without the concurrence of the presiding Judge or Judges of the court or courts having jurisdiction in juvenile cases for the geographic area to be served. Programs or services established by such plans will conform to the family policy tenets prescribed in sections 43-532 to 43-534 and will include policies and practices that are research-based or standardized and reliable and are implemented with fidelity and which have been researched and demonstrate positive outcomes.

Community Plans are due July 1st, 2015. Historically, counties have submitted community plans to the Crime Commission for different timeframes. It is now mandated that all counties and tribes submit plans within the same timeframe. Community plans will be submitted to the Crime Commission for the timeframe July 1st, 2015 – June 30th, 2018. For assistance in submitting a community plan, please contact Cynthia Kennedy.

It is essential that communities have programs to prevent youth from becoming unnecessarily involved in the juvenile justice system. These programs should be available at multiple points throughout the system, providing every opportunity to exit the system. Such programs rarely occur by chance; they are almost always the result of careful community planning. Community planning can also be used to: assess current programs, identify preventive measures to keep youth from entering the juvenile justice system, pinpoint duplication and/or gaps in services to youth and focus on effective, research-proven strategies.

Examples of community plans, the community planning manual, and the community planning template are found at the following website:

http://www.ncc.state.ne.us/crime_commission/organization_and_functions/grants/juv_justice.html#County_Comprehensive_Juvenile_Services_Plans

COMMUNITY-BASED JUVENILE SERVICES AID ENHANCEMENT

Pursuant to Nebraska Revised Statute §43-2404.02, funds that are not distributed to counties or tribes under the Community-Based Juveniles Service Aid Program are retainable by the Nebraska Crime Commission. These funds are distributed on a competitive basis under the Community-Based Juvenile Services Aid Enhancement Program.

Funding for Community-Based Juvenile Services Aid Enhancement [EB] originate from funds that are not awarded through the Community-Based Juvenile Services Aid Program. Any remaining 2015 Community-Based Juvenile Services Aid funds will be made available on a competitive basis through the Community-Based Juvenile Services Enhancement Grant Program.

Projects funded under this *enhancement* grant program are required to:

- Support the priorities outlined in the *Community Comprehensive Juvenile Services Plan*.
- Enhance and/or expand existing juvenile service programs within the community. Services and/or programs may or may not be funded by current Community-Based Juvenile Services Aid funds.
- Maintain the same Project Director for the Community-Based Juvenile Services Aid [CB] grant as for the Enhancement project.
- May request funding for a one-time project or ongoing projects.

Interested applicants must adhere to the requirements for the Community-Based Juvenile Services Aid Program. The deadline, eligibility, funding purpose, community planning requirements, funding requirements, funding limitations, match requirements, grant commencement and duration, grant approval timeline, application format, application submission, and evidence-based practice expectations for the Community-Based Enhancement funds are aligned with the requirements outlined in the Community-Based Juvenile Services Aid Program.

Application Instructions for the Enhancement Application are similar to the Community-Based Juvenile Services Aid Application. Please use the Instructions beginning on Page 11 of this Request for Proposal. The Enhancement Application includes the following sections:

- Section I: Applicant Information
- Section II: Budget Summary
- Section III: Proposed Project
- Section IV: Memorandums of Understanding
- Section V: Required Forms

Section III: Proposed Project is the **only** section of the Enhancement [EB] Application that differs from the Community-Based Juvenile Services Aid [CB] Application. In this section, you will give a thorough description of the project being requested. Enhancement dollars are held to the same standard as the predetermined formulated aid for counties and tribes. This money originates from the same funding source as Community-Based Juvenile Services Aid; therefore, priority will be given to those counties and/or tribes who display projects and programs that implement evidence-based or evidence-informed practices.

FUNDING REQUIREMENTS

Office of Civil Rights – Pursuant to 28 C.F.R. Section 42.302, all recipients of federal funds must be in compliance with Equal Employment Opportunity Plans (EEOP) and Civil Rights requirements. Although the Community-Based Juvenile Services Aid Program is funded through the Nebraska State Legislature, the Nebraska Crime Commission implements best practices as responsible stewards for all grant monies within our agency.

Equal Employment Opportunity Assurance of Compliance – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. These are Title VI of the Civil Rights Act of 1964; Omnibus Crime Control and Safe Streets Act of 1968; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Title IX of the Education Amendments of 1972.

Non-supplanting of Funds – Community-Based Aid funds cannot be used to supplant (replace) other existing funds. Funds presently appropriated for the project may not be deliberately decreased due to additional state funds made available through the Crime Commission. The non-supplanting requirement mandates that grant funds cannot be used to supplant (replace) state, local, or tribal funds that would, in the absence of Community-Based Aid funds, be made available for grant purposes. Instead Community-Based Aid grant funds must be used to supplement (increase) existing state, local, or tribal funds that were already budgeted for grant purposes. The application's budget narratives should clearly explain requests to ensure supplanting will not occur by including how position(s) or costs were funded, why funding is no longer available, when support ends or any temporary funding agreements or arrangements.

Certified Assurances, Drug Free, Workplace and Lobbying – As recipients of federal funds, the Crime Commission must sign and pass on certain Certified Assurances and requirements to subgrantees. Certified Assurances, Drug Free Workplace, and Lobbying forms must be signed and included with the grant application.

Debarment - A Debarment form which certifies the agency or individuals in the agency are not barred from doing business with the federal government must be signed and returned with the application.

Special Conditions - Awarded applicants must sign Special Conditions which include but are not limited to requirements under federal and state laws in addition to requirements for accounting, data collection and reporting. Victim assistance programs must maintain nondiscrimination information on victims (race, national origin, sex, age and handicap). This information will be forwarded to the Crime Commission as part of the program's annual statistical performance report.

Fiscal Requirements - Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The sub-recipient's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- Separate accountability of receipts, expenditures, disbursements and balances.
- Itemization of all supporting records of grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
- Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- Maintain hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be document in same manner.
- Maintenance of payroll authorizations and vouchers.
- Maintenance of records supporting charges for fringe benefits.
- Maintenance of inventory records for equipment purchased, rented, and contributed.
- Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- Provisions for payment by check.
- Lease agreements and contracts for services (if applicable).
- Maintenance of travel records (i.e., mileage logs, gas receipts)

FUNDING LIMITATIONS

Operating Expenses	
Allowable	Unallowable
Postage Expense: cost of postal services, including advances for postage meter expenses, post office box rental, stamps, etc.	Office Equipment: includes purchase and rent of all office equipment and furniture, office furnishings, desks, chairs, bookcases, copying and faxing machines, etc.
Communication Expense: includes voice, data, and internet; costs for telephone and other telecommunications services.	Office Space: includes purchase and rent of space for office, warehousing, permanent parking facilities (state cars only) and storage.
Dues & Subscription Expense: costs of dues, subscription, memberships, royalty fees, annual license fees, notary fees; as it pertains to community-based aid services. Subject to reviewer discretion	Office Supplies: costs of office supplies, such as stationery, forms, paper, ink, unexposed film, desk mat, calendars, stapler, floor mats, pens, pencils, pictures, inkjet/toner cartridges, ribbons, bookends, key, batteries, books, etc. These include expenses incurred in publishing reports and legal notices, advertising, duplication and copying services, book binding, picture framing, film processing, photographic services, etc.
Conference Registration: registration fee for employees' attendance at a conference or similar event. An agenda is required before final payment can be made.	
E-Commerce Expense: costs of renting webpage space and related fees. Costs and fees for using online information services and data bases.	Indirect Organizational Costs: charges to a grant or contract for indirect costs which include costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.
Educational & Recreational Expense: supplies used educational (including training sessions and conferences) and recreational purposes such as sporting equipment, teaching aids, books, manuals, workbooks, videos, etc.	
Utilities Expense: includes natural gas, electricity, water, sewer, chilled water, coal, propane, and steam.	Construction of Facilities: construction of secure detention facilities, secure youth treatment facilities, secure youth confinement facilities, capital construction of facilities, capital expenditures, and the lease or acquisition of such facilities.
Auditing Expense: contractual services for the state auditor or other auditing, accounting and CPA firms.	
	Food and/or beverage costs are unallowable under any grant, cooperative agreement, and/or contract. Therefore, food and/or beverages cannot be purchased for any meeting, conference, training or other event. All events must be approved by the Crime Commission before any contracts are signed or arrangements are finalized. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, as long as they fall within the guidelines. Additionally, this restriction does not impact costs for youth in programs or receiving services.

MATCH REQUIREMENTS

Communities are required to provide a 10% match of the total project requested through the Community-Based Aid Program. The predetermined allotment and match calculation are located on pages 17 – 19 of this document. A community can designate the 10% match directly towards the program described in the application or the match can be documented as new or existing expenditures for community-based programs or services for juveniles. Any local expenditure for community-based programs for juveniles may be applied toward such match requirements. A community must be able to document all match expenditures and these expenses must be incurred during the project's stated grant period. In-kind match from service providers or other sources is not allowable.

GRANT COMMENCEMENT AND DURATION

Nebraska Crime Commission requires that funded projects be implemented within 30 days from the start date listed on the Grant Award or other date specified by the grant administrator. The project period for the 2015 Community-Based Juvenile Services Aid Program is July 1, 2015 – June 30, 2016. The project period may start on July 1, 2015; however, reimbursement takes place several weeks thereafter. The failure of a subgrantee to implement a project within this timeframe, or timeframe agreed upon by the grant administrator, may result in the loss of grant funds.

GRANT APPROVAL TIMELINE

7	Nov	2014	Grant Announcement
12	Jan	2015	Application Due Date
23	Feb	2015	Review by NCJJ Community Planning Advisory Committee
26	Mar	2015	Nebraska Coalition for Juvenile Justice Review of Applications
8	May	2015	Nebraska Crime Commission

APPLICATION FORMAT

- Applications must be typewritten.
- The original must be stapled and 2-hole punched at the top.
- The remaining 2 copies must be stapled in the upper left hand corner (2-hole punch not required).
- The 2 copies of the application may be double sided; the original must be single sided.
- The completed application must be sent in PDF format to stephanie.boohar@nebraska.gov
- If the applicant recreates the application on their computer, the application format and layout is to be exactly (word for word and design) as the Nebraska Crime Commission's official application. The application and instructions may change from year to year.
- Do not include cover letters or cover pages.
- Do not put applications in folders.
- Charts and/or graphs must be in black and white on 8 ½ x 11 paper.
- Application must be single spaced, 1" margins on top, bottom, left and right, 12 point font, and all pages numbered.
- Additional information in the form of Appendixes will not be accepted.
- Adhere to the page limits listed for each section of the application.
- Sources of data and/or statistics must be cited immediately following the information or under the graph/chart, etc.

APPLICATION SUBMISSION

Faxed copies will not be accepted. Submit 1 original, 2 copies and 1 PDF of the application. The Nebraska Crime Commission will not be held responsible for late applications due to mail service issues. The Crime Commission is located on the 5th floor of the Nebraska State Office building at 14th and M streets. In the case of severe weather, contact the Nebraska Crime Commission office prior to attempting to deliver your application.

You must submit the following by 5:00 p.m. (CST) on Monday, January 12th, 2015:

- 1) PDF copy of your application emailed as an attachment to stephanie.boohar@nebraska.gov
- 2) One (1) original and two (2) copies to the Crime Commission:

Submit Applications to Mailing Address:

Nebraska Crime Commission
P.O. Box 94946
Lincoln, NE 68509

Personal Delivery/Overnight:

Nebraska Crime Commission
5th Floor
301 Centennial Mall South
Lincoln, NE 68509

EVIDENCE-BASED PRACTICES

The Crime Commission, in consultation with the University of Nebraska at Omaha, Juvenile Justice Institute, shall contract for the development and administration of a statewide system to monitor and evaluate the effectiveness of plans and programs receiving funds. During this ongoing evaluation process, the following classification system has been established for evidence-based practice:

Classification System for Evidence Based Juvenile Justice Programs in Nebraska

- I. **Model Program/ Fully Evidence Based Practice** – The program satisfies the following five criteria:
 - a. The program demonstrated effectiveness with a randomized experimental study (RCT) or two quasi-experimental studies in which the treatment group showed a significant difference on the target outcome as compared to the control group.
 - b. The effect lasted for no less than 1 year after the intervention.
 - c. There is at least one independent replication with a RCT or two more quasi-experimental evaluations.
 - d. The combination of designs adequately addressed all the threats to internal validity (i.e., the design allowed for a strong inference of causality).
 - e. The program has produced no compromising negative side effects.
- II. **Effective** – One RCT or two quasi-experimental designs document the program's effectiveness. Furthermore, an evaluator has replicated the program's effectiveness with an RCT design or two quasi-experimental designs but the researcher was not an independent investigator.
- III. **Promising** – There has been one successful RCT or two quasi-experiments that document the effectiveness of the program but there was no replication study available **OR** the program matches the dimensions of a successful meta-analysis practice.
- IV. **Inconclusive** – There has been one successful RCT or two quasi-experimental evaluations of the program but there are contradictory findings in these or additional studies **OR** the program would be promising or effective but the effects are short in duration.
- V. **Ineffective** – The RCT or two quasi-experimental evaluations failed to show significant differences between the treatment and control group.
- VI. **Harmful** – The RCT or two quasi-experiments showed that the control group scored higher on the targeted outcome than did the treatment group and the difference is statistically significant.
- VII. **Insufficient Evidence** – There is no RCT or less than two quasi-experimental evaluations of the program to date.

RESOURCES

Please reference the following sites for further definition, clarification, and examples that you can relate to within your own community:

- Office of Justice Programs, National Institute of Justice: <http://www.crimesolutions.gov/>
- Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, Model Programs Guide: <http://www.ojjdp.gov/MPG/>
- Shared Resources from the Public: <http://www.findyouthinfo.gov/shared-resources>
- Promising Practices Network: <http://www.promisingpractices.net/>
- Technical Assistance Partnership for Child and Family Mental Health: <http://www.tapartnership.org/content/juvenileJustice/publications.php?id=topic10>
- National Center for Mental Health and Juvenile Justice: <http://www.ncmhjj.com/resources/default.shtml>
- Guidebook: Measuring Success: A Guide to Becoming an Evidence-Based Practice: <http://www.vera.org/pubs/measuring-success-guide-becoming-an-evidence-based-practice>
- Vera Institute of Justice, Models for Change, Systems Reform in Juvenile Justice: <http://www.vera.org/sites/default/files/resources/downloads/measuring-success-v2.pdf>
- Guidebook: Improving the Effectiveness of Juvenile Justice Programs: A New Perspective on Evidence-Based Practice : <http://www.modelsforchange.net/index.html>
- SAMHSA National Registry of Evidence-Based Programs and Practices: <http://nrepp.samhsa.gov/>
- Center for the Study and Prevention of Violence Institute of Behavioral Science, Blueprint Programs: <http://www.colorado.edu/cspv/blueprints/>
- Search Institute: <http://www.search-institute.org/content/what-kids-need>
- Foundation Strategy Group, Collective Impact: <http://www.fsg.org/tabid/191/ArticleId/211/Default.aspx?srpush=true>
- National Clearinghouse on Families & Youth: <http://ncfy.acf.hhs.gov/tags/evidence-based-practice>
- New Jersey, Listing of Evidence-Based Programs: <http://www.state.nj.us/humanservices/das/prevention/curricula/EBP%20link%20page.pdf>

APPLICATION INSTRUCTIONS

Section I: Applicant Information

Lead County or Tribe is the county and/or tribe acting as the applicant. If a group of counties or tribes are pooling their funds, only one county/tribe can be designated as the Lead County or Lead Tribe.

Federal I.D. number must be for the county or tribe serving as the applicant or Lead Agency.

Project Director is the individual who will serve as the main point of contact and will receive all grant correspondence. It is recommended that the Project Director and Project Coordinator be different when possible.

Fiscal Officer can only be the Lead County or Lead Tribe's Fiscal Officer and **cannot** be the Project Director or Project Coordinator.

Authorized Official is the County Board Chair or Tribal Council Chair.

Section II: Budget Summary

Budget Summary Page: On this page you will indicate the total amount of grant funds requested in each category. If the county or tribe is providing the 10% match directly to the program, please indicate this in the appropriate category. If the county or tribal match is existing expenditures for juveniles, please place the required match amount in the 'other' category. The following are additional clarifications for filling out the Budget Summary Pages for each detailed category:

- **Category A – Personnel:** funds in this category should reflect positions hired directly by the county/tribe with Community-Based Aid funds. Personnel refer to wages and fringe benefits for regular full-time or part-time salaried employees. Other persons working on the project who are not on the regular payroll must be classified either as contractual or consultant. Salaries may not exceed those normally paid for comparable positions in the community and/or unit of government.
 - ❖ **Direct Salaries:** Write in the title or position of each employee who will be involved in the project, including new positions to be filled. Include in the budget narrative if the position is new or existing. If the position is existing, but is a new request, it will need to be indicated how this position was being funded prior to this request. Across from each position listed, enter the annual salary of the position; percent of the time to be devoted to the project (2080 hours annually = 100% or full-time); amount of funds being requested for the position; the amount of matching funds; the source of matching funds; fringe benefits; and the total cost for the position. Each line you will enter the subtotal of the amount of funds being requested, matching funds and total of all direct salaries. **We are now asking to identify if each personnel position is full-time or part-time, new or existing, current annual salary and requested annual salary.**
 - ❖ **Fringe Benefits:** All fringe benefits are to be based on the employer's share only. The employee's share is to be withheld from his/her wages. Only basic fringe benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave (holidays, sick leave, vacation) and pension/retirement can be included. Vacation and leave time would be included in normal working hours (FTE 2080 hours/year) and are not added benefits. Funds to support cafeteria plans are not allowed by the Crime Commission.

- ❖ **Total Personnel Budget:** Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the each position in the Total Cost section. You will need to enter the total cost for each column and line in the Total Personnel Budget. Also enter these totals on the “Budget Summary” pages.
- ❖ **Personnel Budget Narrative:** A budget narrative must be attached if funds are requested and/or match is provided. The narrative must include the following for each position:
 - Breakdown of how the cost for each position was determined (i.e. 500 hours x \$5.00 an hour = \$2,500) for both the requested funds and matching funds; (including funding source for matching funds);
 - Fringe Benefits requested for each position. In the example note how fringe benefits are appropriately pro-rated based on the amount of state dollars requested.
 - **Only include basic fringe benefits and provide details explaining each benefit requested or matched. Example: Health Insurance @ \$6,000 per year/single coverage; FICA @.0765 of total salary, etc.**
 - Explanation if each position is existing, new request for a position to fund existing position, or new position for the program;
 - Explanation if each position is full-time or part-time;
 - Explanation of how each position is relevant to the project;
 - Description of the duties of each position. Include primary responsibilities and specific duties. Identify any new duties if this position was previously funded.
- ❖ **Job Descriptions:** A job description is required for each requested personnel position.
- **Category B – Consultants and Contracts:** funds in this category should reflect programs/services contracted out to individuals or agencies. If the county/tribe does not directly operate the program, but relies on a non-profit or other entity to run the entire program, the whole budget is shown as a contract. There must be a current legal contract on file between the county/tribe (lead) and the contractor. **IMPORTANT** – The County/Tribe is still fiscally responsible and must ensure all funds are spent properly by any contracted programs/services. Consultant and Contracts must adhere to the federal guidelines of the maximum rate of **\$81.25/hour or \$650/day**. The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place. To breakdown the costs for the consultant, please use the categories or fully explain what is included in the \$650.00 per day cost. The prior approval threshold for noncompetitive procurements (sole source) is \$50,000. Lodging, meals, and travel costs should be included in the daily rate, which would prohibit additional charges above the full daily rate. Adherence to procurement procedures outlined in Nebraska State Statute 23-3108 applies to consultant and contractual agreements. If the estimated value is \$20,000 or more then the agency must adhere to the competitive sealed bidding process. If the estimated value of the purchase is equal to or exceeds \$5,000, but is less than \$20,000, then a record of at least three informal bids must be documented. In the situation that a purchase is less than \$5,000, the county/tribe must adhere to their procuring procedures.

- Category C – Travel: Program related travel for personnel hired by the county and paid with Community-Based Aid funds should be shown in this category.
 - ❖ Mileage: List the cost for mileage. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Mileage rate is \$.56 cents/mile.
 - ❖ Air Fare: List the cost for air fare (coach or least expensive class). Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
 - ❖ Meals: List the cost for meals. Enter the amount requested and the amount provided as match. Meal allowance in Nebraska is \$41 (breakfast \$7, lunch \$11, dinner \$23). Enter the total cost in the "total" column.
 - ❖ Lodging: List the cost for lodging. Enter the amount requested and enter the amount provided as match. Enter the total cost in the "total" column. In-state lodging allowance is \$83 per night for all areas except Lincoln and Omaha, which is \$100 per night.
 - ❖ Other Costs: List other anticipated costs associated with the consultant. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Per Diem Rates: <http://www.gsa.gov/portal/category/21287>
- Category D – Operating Expenses: Funds in this category should reflect expenses incurred by the county/tribe as part of any direct operation of program(s). Operating expenses for a contracted agency are reported under Category B. **Please reference the Operating Expenses (Unallowable/Allowable) Chart on Page 7 of this document.**
- Category E – Other: Funds requested in this category are those that do not fit anywhere else. Ensure that totals in the Budget Summary and Budget Narrative match. Contact Program Administrator before using this section to ensure requested expenses will not “fit” elsewhere.

Budget Summary Narrative: Please reference the Budget Narrative Example on Page 3 of the application when filling out each category’s budget narrative. Applicants must provide a detailed budget narrative explaining the expenses for each category above, by requested project/activity. Your request must also clearly state which of your community plan’s priorities it addresses. For example, if you are requesting personnel for two different unrelated activities, provide a paragraph narrative for each personnel request, and explain how they fit into your plan. Requested activities must be grouped under priorities and strategies from the current community plan. Any other activities for which funds are requested should be provided under the same narrative.

Budget Summary Supporting Data: Provide data to support the need for this funding request. You may include data that is referenced in your community plan, be sure all data is current. After each request, please provide data that supports the need for that request. If this information is found within your community plan and is current, please be sure to include that data. We are requesting this information because data may not be current on the community plan that the grant review team references from the Nebraska Crime Commission website. We are looking to gather objective figures that display the need for a specific position or program requested for funding. If you are requesting equipment or office space, please provide information that displays the need for that additional space.

***All rates, item descriptions, and budgeting requirements are derived from the Department of Administrative Services – State Accounting Division, Office of Justice Programs 2014 Financial Guide, and Operating Instructions at the Nebraska Commission on Law Enforcement and Criminal Justice.**

Budget Breakdown for Priority Areas: This chart allows communities to view and illustrate a commitment to the range of Priority Areas identified in their Community Comprehensive Juvenile Services Plan.

1) Priority Area

All Priorities are to be listed by the *full text*. For example, if your Priority Area is: “Reduce recidivism and barriers to success for youth re-entering home placements following disruptions in home, school, and community as a result of formal legal actions”, please list this *entire statement* within the chart, rather than “Re-entry”.

This chart should include all Priority Areas listed in your current Community Plan, *to include newly developed* Priority Areas (see Column 7). If your Community has more than the number listed, please add numbers to this chart. This chart may extend to more than one page.

2) Amount of funding requested in THIS grant application

This column is for the total dollar amount requested across *all* budget areas *within each* of the specific Priority Areas. For example, if your request includes \$10,000 in Personnel, with \$5,000 allocated for a Re-entry Coordinator and \$5,000 allocated toward an After School Program Director, each of the \$5,000 amounts will be added to other funding requests and listed in this chart *within each* of the specific Priority Areas.

The sum total of all amounts listed in Column 2 should equal the total requested amount for *this* RFP.

3) Amount of funding in previous “Community-Based Aid” grant application

This column will include the funding requested and received in the last Community-Based Juvenile Services Aid Request for Proposal. This was the fiscal allocation resulting from Community-Based Aid for the project period of 7/1/2014 – 6/30/2015.

4) Amount requested for newly developed programs

New Programs developed under this Priority Area. This total should include programs and services that were developed as a result of this grant funding. The details of these programs (list them by name, purpose, program operation, etc.; as well as full fiscal specifics) should be provided within the Budget Narratives (Section II) and Plan Updates (Section IV and Tables). If you are not requesting any funds for new programs, mark “n/a”.

5) Priority Area Update

Mark “yes” or “no” regarding this Priority Area. Mark “yes” only if this Priority Area has been updated since the last grant application. Detailed information will be provided within Plan Updates (Section IV and Tables).

6) New Priority Area

Mark “yes” or “no” regarding this Priority Area. Mark “yes” only if this Priority Area is *new* since the last grant application. Detailed information will be provided within Plan Updates (Section IV and Tables).

Section III: Community Planning Team Information

Community comprehensive planning cannot be done by one or two individuals. It requires a committed collaborative of stakeholders who meet regularly to develop the plan and move the plan into action. Please provide information as it relates to the community team that is responsible for the development and implementation of the plan.

- a) *Did your planning group meet quarterly?* It is highly recommended that the community team meet at a minimum quarterly. If your group met quarterly or more often respond yes, if less than quarterly respond no.
- b) *If no, please explain the barriers that prevented regular community meetings.* Please be specific about the issues that prevented the group from meeting regularly. (i.e. geography, staffing, resources, schedules, etc.)
- c) *Please describe the proposed solutions to the barriers discussed above.* Provide specific details for addressing these barriers and the planning process for the community team to schedule regular meetings.
- d) *List the regular stakeholders at your community team meetings.* Please list those agencies that are represented at your community team meetings on a regular basis.
- e) *List the dates that your planning group met:* The Nebraska Crime Commission appreciates information on meeting dates for future auditing purposes. Please provide meeting dates from July 1, 2013 to current.
- f) *Is there an agenda created for each meeting?* It is also recommended that an agenda be created and minutes taken at meetings to ensure a reference for the Nebraska Crime Commission.
- g) *If yes, please list regular items on the agenda. If no, please explain the reasoning.* The Nebraska Crime Commission may require meeting minutes in the future.
- h) *If your group met quarterly (or more often) please describe the strategies used to keep members engaged?* Describe key strategies used to ensure commitment to the community team, maintaining member engagement through the process, and managing work product.
- i) *Discuss how your community team came together to identify and prioritize the requests for funding in this application?* Please thoroughly explain how the decision was made for this specific funding request.

Section IV: Update of Community Comprehensive Juvenile Services Plan

Narrative: Please answer all questions to the best of your ability. The community plan significantly correlates with the requested funding proposal.

- 1) *This section provides an update of the progress made on the priorities and strategies of your community plan. Type in **bold** those strategies that were funded by Community-Based Aid funds during the previous funding cycle. All applicants are to fill out the table that follows this narrative.*
- 2) *If your community has not begun implementation on one or more of the priorities and strategies that were identified, please provide a summary of any barriers to implementation and any strategies to move the priority/strategies forward.*
- 3) *Have any priorities in your community plan shifted or changed? If so, please explain.*
- 4) *New Community Comprehensive Juvenile Services Plans are due on July 1, 2015 and they will serve the timeframe July 1, 2015 – June 30, 2018. If you are requesting funding in this application for a new priority that will be referenced in your upcoming plan (7/1/15 – 6/30/18), please explain the details of this below.*

Table: Please update the table template on the application. Above the table, list the priority of which you are addressing in this application. If you are requesting funding for multiple priorities, submit a separate table for each priority that is being requested. List the action steps, timeline to accomplish, responsible parties, resources needed and the evidence-based practice/outcomes/barriers of each strategy. This display will display the progress in which your community is making in regards to the Community Plan. This table will prove that the community plan is an active document that is subject to change if priorities/strategies are shifted. Please do your best in showing the Nebraska Crime Commission that progress is being made on the priorities identified.

Evidence-Based Practice / Outcomes Column: Answer the following questions for each priority table placed in the last column:

Is the proposed program a model, best-practice, evidence-based, or promising practice program? ☐ Yes ☐ No
Please list websites and/or information that exist to determine that the proposed program is evidence-based and/or effective?

Outcomes: Is this program being evaluated? Explain evaluation and outcome data that establishes this as an effective program. Please provide number of youth served, percentage of youth population served, recidivism rates, and other data establishing program effectiveness.

Section V: Memorandums of Understanding

For counties or tribes applying as a group, submit a current copy of an MOU signed by each participating county board chair or tribal council chair confirming the county or tribal commitment to pool their Community-Based Aid funds to accomplish the project(s) in this application. This applies to tribal councils that intend to submit an application in collaboration with another county or tribe.

Section VI: Required Forms

Read all required forms carefully and have them signed by the authorized official (lead county board chair or lead tribal council chair) for the grant application.

DISTRIBUTION OF FUNDS 2010 CENSUS

County	2010 Age 12-18 Pop	% of NE's 2010 Age 12-18 Pop	Allotment	Required Match	Total
Adams	3001	1.69%	\$ 81,588	\$ 9,065	\$ 90,653
Antelope	621	0.35%	\$ 16,883	\$ 1,876	\$ 18,759
Arthur	44	0.02%	\$ 5,000	\$ 556	\$ 5,556
Banner	68	0.04%	\$ 5,000	\$ 556	\$ 5,556
Blaine	54	0.03%	\$ 5,000	\$ 556	\$ 5,556
Boone	590	0.33%	\$ 16,040	\$ 1,782	\$ 17,823
Box Butte	1113	0.63%	\$ 30,259	\$ 3,362	\$ 33,621
Boyd	200	0.11%	\$ 5,437	\$ 604	\$ 6,042
Brown	289	0.16%	\$ 7,857	\$ 873	\$ 8,730
Buffalo	4323	2.43%	\$ 117,529	\$ 13,059	\$ 130,588
Burt	626	0.35%	\$ 17,019	\$ 1,891	\$ 18,910
Butler	888	0.50%	\$ 24,142	\$ 2,682	\$ 26,824
Cass	2616	1.47%	\$ 71,121	\$ 7,902	\$ 79,024
Cedar	967	0.54%	\$ 26,290	\$ 2,921	\$ 29,211
Chase	352	0.20%	\$ 9,570	\$ 1,063	\$ 10,633
Cherry	545	0.31%	\$ 14,817	\$ 1,646	\$ 16,463
Cheyenne	911	0.51%	\$ 24,767	\$ 2,752	\$ 27,519
Clay	676	0.38%	\$ 18,378	\$ 2,042	\$ 20,420
Colfax	1049	0.59%	\$ 28,519	\$ 3,169	\$ 31,688
Cuming	924	0.52%	\$ 25,121	\$ 2,791	\$ 27,912
Custer	1056	0.59%	\$ 28,709	\$ 3,190	\$ 31,899
Dakota	2382	1.34%	\$ 64,759	\$ 7,195	\$ 71,955
Dawes	878	0.49%	\$ 23,870	\$ 2,652	\$ 26,522
Dawson	2646	1.49%	\$ 71,937	\$ 7,993	\$ 79,930
Deuel	153	0.09%	\$ 5,000	\$ 556	\$ 5,556
Dixon	643	0.36%	\$ 17,481	\$ 1,942	\$ 19,424
Dodge	3417	1.92%	\$ 92,898	\$ 10,322	\$ 103,220
Douglas	49210	27.65%	\$ 1,337,871	\$ 148,652	\$ 1,486,524
Dundy	199	0.11%	\$ 5,410	\$ 601	\$ 6,011

Fillmore	656	0.37%	\$	17,835	\$	1,982	\$	19,816
Franklin	308	0.17%	\$	8,374	\$	930	\$	9,304
Frontier	294	0.17%	\$	7,993	\$	888	\$	8,881
Furnas	519	0.29%	\$	14,110	\$	1,568	\$	15,678
Gage	2027	1.14%	\$	55,108	\$	6,123	\$	61,231
Garden	170	0.10%	\$	5,000	\$	556	\$	5,556
Garfield	207	0.12%	\$	5,628	\$	625	\$	6,253
Gosper	183	0.10%	\$	5,000	\$	556	\$	5,556
Grant	54	0.03%	\$	5,000	\$	556	\$	5,556
Greeley	234	0.13%	\$	6,362	\$	707	\$	7,069
Hall	5839	3.28%	\$	158,745	\$	17,638	\$	176,383
Hamilton	1045	0.59%	\$	28,410	\$	3,157	\$	31,567
Harlan	329	0.18%	\$	8,945	\$	994	\$	9,938
Hayes	113	0.06%	\$	5,000	\$	556	\$	5,556
Hitchcock	234	0.13%	\$	6,362	\$	707	\$	7,069
Holt	1030	0.58%	\$	28,003	\$	3,111	\$	31,114
Hooker	71	0.04%	\$	5,000	\$	556	\$	5,556
Howard	644	0.36%	\$	17,508	\$	1,945	\$	19,454
Jefferson	610	0.34%	\$	16,584	\$	1,843	\$	18,427
Johnson	396	0.22%	\$	10,766	\$	1,196	\$	11,962
Kearney	651	0.37%	\$	17,699	\$	1,967	\$	19,665
Keith	741	0.42%	\$	20,146	\$	2,238	\$	22,384
Keya Paha	84	0.05%	\$	5,000	\$	556	\$	5,556
Kimball	343	0.19%	\$	9,325	\$	1,036	\$	10,361
Knox	871	0.49%	\$	23,680	\$	2,631	\$	26,311
Lancaster	24217	13.61%	\$	658,387	\$	73,154	\$	731,541
Lincoln	3455	1.94%	\$	93,931	\$	10,437	\$	104,368
Logan	69	0.04%	\$	5,000	\$	556	\$	5,556
Loup	59	0.03%	\$	5,000	\$	556	\$	5,556
Madison	3450	1.94%	\$	93,795	\$	10,422	\$	104,217
McPherson	48	0.03%	\$	5,000	\$	556	\$	5,556
Merrick	823	0.46%	\$	22,375	\$	2,486	\$	24,861
Morrill	477	0.27%	\$	12,968	\$	1,441	\$	14,409
Nance	362	0.20%	\$	9,842	\$	1,094	\$	10,935
Nemaha	698	0.39%	\$	18,977	\$	2,109	\$	21,085

Nuckolls	363	0.20%	\$	9,869	\$	1,097	\$	10,965
Omaha Tribe	1569	0.88%	\$	42,656	\$	4,740	\$	47,396
Otoe	1538	0.86%	\$	41,814	\$	4,646	\$	46,460
Pawnee	273	0.15%	\$	7,422	\$	825	\$	8,247
Perkins	276	0.16%	\$	7,504	\$	834	\$	8,337
Phelps	881	0.50%	\$	23,952	\$	2,661	\$	26,613
Pierce	805	0.45%	\$	21,886	\$	2,432	\$	24,317
Platte	3340	1.88%	\$	90,805	\$	10,089	\$	100,894
Polk	511	0.29%	\$	13,893	\$	1,544	\$	15,436
Ponca Tribe	5	0.00%	\$	5,000	\$	556	\$	5,556
Red Willow	1056	0.59%	\$	28,709	\$	3,190	\$	31,899
Richardson	772	0.43%	\$	20,988	\$	2,332	\$	23,320
Rock	111	0.06%	\$	5,000	\$	556	\$	5,556
Saline	1466	0.82%	\$	39,856	\$	4,428	\$	44,285
Santee Tribe	342	0.19%	\$	9,298	\$	1,033	\$	10,331
Sarpy	16249	9.13%	\$	441,761	\$	49,085	\$	490,846
Saunders	2182	1.23%	\$	59,322	\$	6,591	\$	65,913
Scotts Bluff	3495	1.96%	\$	95,019	\$	10,558	\$	105,576
Seward	1713	0.96%	\$	46,571	\$	5,175	\$	51,746
Sheridan	502	0.28%	\$	13,648	\$	1,516	\$	15,164
Sherman	278	0.16%	\$	7,558	\$	840	\$	8,398
Sioux	114	0.06%	\$	5,000	\$	556	\$	5,556
Stanton	654	0.37%	\$	17,780	\$	1,976	\$	19,756
Thayer	474	0.27%	\$	12,887	\$	1,432	\$	14,318
Thomas	56	0.03%	\$	5,000	\$	556	\$	5,556
Thurston	854	0.48%	\$	23,218	\$	2,580	\$	25,797
Valley	380	0.21%	\$	10,331	\$	1,148	\$	11,479
Washington	2194	1.23%	\$	59,648	\$	6,628	\$	66,276
Wayne	925	0.52%	\$	25,148	\$	2,794	\$	27,942
Webster	402	0.23%	\$	10,929	\$	1,214	\$	12,144
Wheeler	97	0.05%	\$	5,000	\$	556	\$	5,556
Winnebago Tribe	1032	0.58%	\$	28,057	\$	3,117	\$	31,174
York	1292	0.73%	\$	35,126	\$	3,903	\$	39,028
Total	177953	100.00%		\$4,885,784		\$542,865		\$5,428,649